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Overview

Introduction This topic provides information on how to complete the data entry process for new hires (following H0BNE), rehire an employee, and maintain existing employee masterfile and/or job information.

For rehires, if the employee information has not been purged from CIPPS, maintenance must be performed to the established employee records to ensure proper processing. If the employee records have been purged, process the employee like a new hire. See CAPP Topic No. 50305, *New Employee Add.*

CIPPS Navigation Basic navigational skills and knowledge are needed to complete the rehire or maintenance activities within CIPPS. CAPP Topic No. 50110, *CIPPS Navigation,* provides this basic information.

Menu/Link Function The CIPPS Menu/Link function is a tool that facilitates the rehire process, as well as performing some maintenance to existing employee records. Refer to CAPP Topic No. 50115, *Menu/Link Functions,* for more information.

HELP Function CIPPS has a built-in HELP function. HELP is available for most fields in CIPPS and gives user instructions on the valid values available for data entry. To use the HELP function, move the cursor to the field in question and press the F1 key. CIPPS displays the requested information.

Online Real Time Data Entry When information is correctly entered on CIPPS masterfile screens, the records are immediately updated. Online edits are performed to detect errors. If an error is detected, the field in question is highlighted, and an error message is displayed in the bottom left part of the screen.   See CAPP Topic No. 70520, *Error Messages,* for more information.

Employee Data Entry Screens

Rehire and Maintenance Screens

CIPPS retains employee masterfile and job data on many different screens. These screens are used when completing updates to a new hire's records, performing maintenance on the information, or when rehiring an employee. A brief description of the screen, their function and the appropriate CAPP Topic for maintenance instructions follows:

Screen ID	Screen Title	Basic Function	Used for…	CAPP Topic
H0BID	Basic Employee Identification	Name, address, birth date, pay frequency, salary/rate, etc.	Salaried and Hourly	50310
H0BUO	Employee Job Description	Job Class, FIPS, Workers Comp, Establishment FLSA status, VSDP Participant Code, and other miscellaneous information	Salaried and Hourly	
H0BBN	Additional Pay Rates and Factors	Overtime Eligibility and rate/factor, shift differential payment, additional hourly rates, special pay taxing	Salaried and Hourly	
H0BES	Employee Status Information	Employment Status, Termination Code, Termination Date, Date of Last Payment, Date of Last Change, and other miscellaneous information.	Salaried and Hourly	
HMBU1	General Ledger Codes	Programmatic Data	Salaried and Hourly	50125
H0BB1	Employee Banking Information	Direct Deposit Bank Routing and Account Numbers	Salaried and Hourly	50445
HMCU1	Employee Benefits	Health Care, Retirement, Group Life, and Premium Conversion Options	Salaried	50415 50420 50425 50430
H10AS	Automatic Special Payments	Imputed Life, any payments other than salary that should be calculated automatically	Salaried and Hourly (if an automatic special pay)	50515 50425
H0ZDC	Employee Deductions	Establish/change deductions	Classified and Hourly	50400 Series

Continued on next page

Employee Data Entry Screens, Continued

Rehire and Maintenance Screens (continued)

Screen ID	Screen Title	Basic Function	Used for…	CAPP Topic
H0BAD	Employee Automatic Taxing Information	Employee Federal Tax withholding information, FIT Status, Country/Work State/Resident State Information, FICA Status, SUI Status, SUI State Information	Classified and Hourly	50315
H0ATX	Employee State And Local Tax Status	Employee State Tax withholding information, SIT Status, Local Tax withholding information, Local Status, DI Status, Reciprocal Taxing	Classified and Hourly	50315

Performing Maintenance

Routine Employee Data Maintenance

During the course of employment or re-employment, changes may be required to the employee's personal and/or job information in the employee data in CIPPS masterfiles. When changes are necessary, use the following step action table when making changes to the employee's record:

Step	Action
1	Identify the data element and navigate to the associated screen. See the matrix in the CIPPS Rehire and Maintenance Screen section to help identify which screen contains what data elements.
2	Enter an "R" in the subcommand field.
3	Tab to the field(s) that needs maintenance.
4	Complete the change(s) to the data element(s).
5	Press the Enter key. Records will reflect the new information if no online error is detected. If an online error message displays, verify the data entry, and re-enter correctly.

Basic Employee Identification (H0BID)

H0BID   H0BID contains basic employee identification information. Access H0BID using routine CIPPS Command Line navigation.

EMPLOYEE NAME   Enter the employee's name in the three-position field. **Note:** Automatically filled by H0BNE.

Field	Characters	Purpose
1	20	First Name
2	20	Middle Name
3	25	Last Name (do not leave blank)

PO BOX/ APT/SUITE (Optional)   Enter the first address line for the employee (i.e., P.O. Box, apartment number, or suite number).   You may enter up to 30 characters. If completed, will print on the employee's payment instrument and W-2. **Note:** Automatically filled by H0BNE.

Continued on next page

Basic Employee Identification (H0BID), Continued

(continued)

STREET ADDRESS Enter the second address line or street address for the employee. You may enter up to 30 characters. Information will print on the employee's payment instrument and W-2. **Note:** Automatically filled by H0BNE.

CITY STATE ZIP Enter the city, state, and zip code. Information will print on the employee's payment instrument and W-2. See CAPP Topic No. 60201, *CIPPS Codes,* for a list of state codes. **Note:** Automatically filled by H0BNE.

Field	Characters	Purpose
1	16	City information.
2	7	Abbreviated state information.
3	12	Zip Code - either the 6-digit or 10-digit number, with a dash separating the zip code from the extension.

HOME PHONE (Optional) Enter the employee's home area code and telephone number. EX: (555) 555-5555.

BUSINESS PHONE (Opt'l) Enter the employee's business area code and telephone number. EX: (555) 555-5555.

Basic Employee Identification (H0BID), Continued

(continued)

PAY TYPE   Enter the value indicating whether a rate or an amount has been entered in the SALARY/RATE field. If this field is not entered, the system-generated value may be incorrect. **Note:** Automatically filled by H0BNE.

Value	Indicates there is a…
1 **HOURLY**	6 decimal place rate in the salary/rate field.
2 **SALARIED**	2 decimal place flat amount in the salary/rate field.
6 **LIMITED** **HOURLY**	6 decimal place rate in the salary/rate field, limited to a maximum payment of the hourly rate multiplied by the standard hours. The hourly rate can be overridden on a pay transaction.
7 **PIECE-** **RATE**	Per unit rate in the salary/rate field. The employee will be paid on a per unit of production basis.

SALARY or RATE

If…	Enter…
If PAY TYPE field is SALARIED,	Salary to two decimal places.
If PAY TYPE field is HOURLY, LIMITED HOURLY*, or PIECE RATE,	An hourly rate to six decimal places. The maximum hourly rate is $150.00 per hour, includes salary divided by standard hours.
*For LIMITED, the hourly rate is multiplied by standard hours. This is the maximum regular amount that can be paid, unless the standard rate is overridden on a pay transaction.	

Note: Automatically filled by H0BNE.

Basic Employee Identification (H0BID), Continued

STD HRS 1 **Standard Hours 1** – Enter the employees' standard hours per pay period. Used to calculate:

- Overtime rates or prorating wages. These hours will print on the employee payment instrument.

- Hourly and limited hourly payments when the employee does not require a pay transaction (i.e., Time Card Status - Automatic). If the employee is coded as Limited Hourly, the field reflects the maximum hours to be paid.

The field is automatically filled by the value on the agency's lowest employee number record. **Note:** Automatically filled by H0BNE.

Frequency Value	Standard Hours
01-39	40.00
40-69	80.00
70-89	86.67
90-98	173.33

Hours should be adjusted from Standard Hours for employees working less than 100%.

Basic Employee Identification (H0BID), Continued

H0BID, continued

STD HRS 2
(Optional)

Standard Hours 2 - Enter the maximum number of hours that can be entered on a pay transaction for an employee. System default is 999.9 hours. **Note:** Automatically filled by H0BNE.

TIME CARD
STATUS

Enter the value indicating whether a regular pay transaction (Time and Attendance) is required in order to be paid. **Note:** Automatically filled by H0BNE.

Value	A regular pay transaction is…
0 NON-AUTO	**Required**. If the employee is hourly, the employee is paid the number of hours entered on the transaction. If an invalid value or no value is entered, the system defaults to a 0.
1 AUTOMATIC	**Not required**. An hourly employee is paid their hourly rate multiplied by the standard hours. A salaried employee is paid the salary indicated.

SOCIAL
SECURITY

Enter the social security number as it appears on the employee's Social Security Card. **Note:** Automatically filled by H0BNE.

BIRTH DATE
(Required for
Salaried
Employees)

Enter the employee's date of birth. Required for salaried employees for calculation of Imputed Life. **Note:** Automatically filled by H0BNE.

PAY
FREQUENCY

Enter the pay frequency to which the employee is assigned. **Note:** Automatically filled by H0BNE.

Value	Description
01-39	Weekly
40-69	Bi-Weekly
70-89	Semi-monthly
90-98	Monthly
99	Terminated

Basic Employee Identification (H0BID), Continued

H0BID, continued

EMPLOYMENT DATE Enter the original hire date with the state. The AG EMP START on H0BUO reflects the agency start date. **Note:** Automatically filled by H0BNE.

SEX (Required for Hourly) Enter whether the employee is male or female. May facilitate completing the VEC Labor Statistics Report.

Value	Description
F	Female
M	Male
Blank	Non-defined (Default)

Annual Salary (Auto Filled) This field is automatically updated by CIPPS, when the Salary or Rate field is entered, based upon the employee's pay type. If this field is changed to reflect the employee's new annual salary, CIPPS automatically updates the Salary or Rate field based upon the employee's pay type.

AMT LAST PAY CHG (Auto Filled) This field displays the amount of the employee's last pay change. Manual changes cannot be made to this field.

ORGANIZATION **Organizational Codes** - Specifies the organizational code(s) assigned. Controls CIPPS reports sorting and sub-totaling, including pay instruments. Composed of 4 optional alphanumeric fields:
  - Division Number - 3 positions
  - Office Number - 3 positions
  - Department Number - 3 positions
  - Section Number - 2 positions

Note: Automatically filled by H0BNE.

DATE LAST PAY CHG Enter the date (first day of the pay period) the last pay change was effective. If not entered, CIPPS automatically fills the date as the last day of the current pay period. Can cause the employee's payment to be prorated.

Basic Employee Identification (H0BID), Continued

H0BID, continued

PAY BAND   Enter the employee's pay band.

SALARY STEP   **Not used at this time.**

MARITAL   **Not used at this time.**
STATUS

START DAY OF   **Not used at this time.**
WEEK

WORK   **Not used at this time.**
DAYS/WEEK

STD   **Not used at this time.**
HOURS/DAY

Employee Job Description (H0BUO)

H0BUO   H0BUO contains descriptive information about an employee and their job. Access H0BUO using routine Command Line navigation.

```
 Sna - EXTRA! Personal Client                                        _ 8 X
 File  Edit  View  Tools  Session  Options  Help
> GUH  _____    ON H0BUO

                  --------EMPLOYEE JOB DESCRIPTION--------

_   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
    NAME----->

                                       ROLE CODE ------->  ____
    ESTABLISHMENT CODE> ____           TRAINEE STATUS----> 0
    SDP PARTICIPANT---> _              TERM/TRANS-------> _
    JOB DESCRIPTION---> _____
    FIPS CODE--------> _____           WORKER'S COMP CODE> ____
    FLSA CD----------> _               CONTRACT LENGTH---> __
    ALIEN CD---------> _               NUMBER OF PAYS---> __
    EFF WRK YR-------> 00/00/0000      WORK YR HRS------>      .00
    RACE-------------> _____           EMP TYPE---------> _
    HCE CD-----------> 0               AG EMP START-----> 00/00/0000
    STATE APP SAL----->      .00       PER ACT----------> _
    FED APP SAL------>       .00       ENC--------------> _
    NON APP SAL------>       .00       HAND CD----------> ___

    0002W-ROLE CODE MISSING            B890F-P=H0BUOPRE,V=04,A=03D2,R=ATRPN
    B605F-H0B,CMPNUM           NOTFND  01/11/02  15:04:34 1 M3LL CIP5 ____

 4B                 :00.2                                 05/02
 SNA Server: Connected T1                              CAP NUM    3:01 PM
```

ROLE CODE   Enter the five-position numeric code that represents the employee's *role classification*. An online edit compares the code against a CIPPS table of valid *role codes* and wage authorization codes supplied by DHRM.

ESTABLISHMENT CODE   Enter the establishment code assigned to your agency by the Virginia Retirement System. The code permits the Quarterly SUI Wage report to meet the Establishment Report requirement of the Social Security Administration.

TRAINEE STATUS (Optional)   Enter the trainee status.

Value	Description
0	Employee is not a trainee. (System Default)
1	Employee is a white-collar trainee.
2	Employee is a production trainee.

Employee Job Description (H0BUO), Continued

H0BUO

SDP PARTICIPANT

Enter the VSDP participation status. The value for this field defaults to 'Y' during overnight processing. Change the value on the day following set-up if necessary.

Value	Description
Y	Employee participates. (System Default)
N	Employee does not participate.

TERM/TRANS

Not used at this time.

JOB DESCRIPTION (Optional)

Enter a brief job description or job title.

FIPS CODE

Enter the *3-digit code preceded by '51',* identifying work location. See CAPP Topic No. *60104, Agency and FIPS Codes,* for a listing of valid codes.

WORKER'S COMP CODE

Enter the 4-digit code that identifies the employee's Worker's Compensation designation. See CAPP Topic No. 60201, *CIPPS Codes,* for a listing of valid codes. The Division of Risk Management, Department of Human Resource Management, determines the codes.

FLSA CD

(Required for all Employees)

Fair Labor Standards Act Code - Enter the code that identifies the FLSA status. The categorization indicates complete exemption, partial exemption, or no exemption. FLSA coding questions should be directed to DHRM.

Code	Job Type	Description
A	Executive	Must meet executive test for exemption.
B	Administrative	Must meet administrative test for exemption.
C	Professional	Must meet professional test for exemption.

Continued on next page

Employee Job Description (H0BUO), Continued

H0BUO, continued

FLSA CD, continued

Code	Job Type	Description
D	Seasonal	Non-exempt employee who works in a seasonal amusement or recreational establishment allowing partial overtime exemption.
E	Seaman	Non-exempt employee who works on a ship relevant to its navigation and operation allowing partial overtime exemption.
F	Domestic Service	Non-exempt employee who performs services of a household nature in or about a private residence, including live-in domestics and domestic service workers performing baby sitting and/or companionship services allowing partial overtime exemption.
G	Hospital	Non-exempt employee who works the 8-80 work period.
H	Fire Protection	Non-exempt fire protection worker who uses the optional work period.
J	Law Enforcement	Non-exempt law enforcement workers (includes Correctional Officers and Game Wardens) who use the optional work period.
N	Non-exempt	Non-exempt employee not covered by the above codes.

CONTRACT LENGTH

Enter the number of months that specify the contract length. Acceptable values are 09, 10, 11, and 12 (regular, full-time classified employees). 09, 10, and 11 are generally used by Higher Education agencies to reflect faculty contracts.

ALIEN CD (Required for Hourly)

Enter the United States citizenship status.

Value	Description
A	Resident Alien.
C	American Citizen. (System Default)
N	Non-resident Alien.

Employee Job Description (H0BUO), Continued

H0BUO, continued

NUMBER OF PAYS

Enter the number of annual pays based on the contract length. Use 24 for regular classified full-time employees. The field will be filled with a value based on the pay frequency entered on H0BID. Maintenance may be needed on the day following set-up.

EFF WRK YR

(Required for Hourly)

Effective Work Year - Enter the date the wage employee's work year begins, usually the first day of employment. After the wage employee's calendar year eligibility expires, the date must be changed to reflect the employees "new" calendar year begin-date.

WORK YR HRS

(Required for Hourly)

Employee Work Year Hours - Enter the number of hours worked during their first pay period, including regular and overtime hours. The field is used to initiate the automatic calculation of work year hours in the DHRM Wage Employee System or to pass a corrected total to that system. The field is not calculated nor updated each time a wage employee is paid.

RACE
(Required for Hourly)

Enter the race/ethnic information for the employee. This information is used for EEOC reporting.

Value	Description
0	White
1	Black
2	Hispanic
3	Asian American
4	American Indian
5	Other (System Default)

EMP TYPE
(Required for Hourly)

Wage Employee Type – Enter the type of wage/hourly employment.

Code	Job Type	Description
1	Partial Workload	Wage employee whose job requires less than 40 hours per week and is not of a peak or seasonal workload.

Employee Job Description (H0BUO), Continued

H0BUO, continued

EMP TYPE
(Required for
Hourly), continued

Code	Job Type	Description
2	Peak Workload	Wage employee who is to meet added workload requirements due to vacancy or backlog.
3	Seasonal	Wage employee whose work is seasonal in nature.
4	Special Project	Wage employee who is hired primarily to complete a specific project and the project can be recurring.
5	Student	A student at a college or university hired at the same college or university because of their student status.
6	Adjunct Faculty	An employee who is hired primarily to meet temporary or peak workload requirements at a college or university.
7	Graduate Teaching Assistant	A student pursuing an advanced degree at a college or university whom is hired primarily for teaching at the same college or university.
8	Graduate Research	A student pursuing an advanced degree at a college or university whom is hired primarily to perform research projects at the same college or university.

AG EMP START   Enter the employee's agency start date.

STATE APP SAL   **State Appropriated Funds -** Indicates the amount of
(Optional)   the employee's salary that is funded by the state.

PER ACT   **Virginia Personnel Act Indicator -** Indicates whether
the employee is exempt or non-exempt from the
Virginia Personnel Act. Enter N (system default) for
non-exempt or E for exempt.

FED APP SAL   **Federal Appropriated Funds -** Indicate the amount of
(Optional)   the employee's salary that is federally funded.

Employee Job Description (H0BUO), Continued

H0BUO, continued

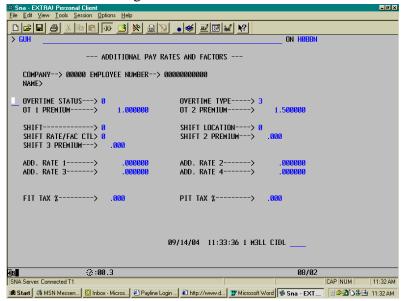|	
ENC	**Encumbrance Indicator -** Indicates whether the employee's salary is encumbered. Enter N (system default) for non-encumbered or E for encumbered.
NON APP SAL (Optional)	**Non-Appropriated Funds -** Indicates the amount of salary that is neither state nor federally funded.
HAND CD	**Handicap Code –** Indicates whether the employee has a handicap or disability for state and/or federal reporting requirements. See CAPP Topic No. 60201, *CIPPS Codes,* for a listing of valid codes.

Additional Pay Rates and Factors (H0BBN)

H0BBN   H0BBN is used to establish how employees are to be paid overtime, shift pay, and/or additional rates of pay per hour. Access H0BBN using routine Command Line navigation.

Additional Pay Rates and Factors (H0BBN), Continued

H0BBN, continued

      OVERTIME STATUS   Enter if the employee is eligible for overtime and how the overtime is to be calculated.

Value	Description
1	Exempt for overtime. (System Default)
2	All Over Standard Method - All regular hours greater than the employee's STANDARD HOURS 1 field and less than or equal to the STANDARD HOURS 2 field on the H0BID screen are treated as OVERTIME 1, and all hours greater than STANDARD HOURS 2 are treated as OVERTIME 2. This code is not allowed for limited hourly or variable employees.
3	Overtime Hours Reported method (Eligible for Overtime) - Overtime is calculated based upon the overtime hours entered each pay period.
5	Call DOA Production before using this coding for overtime.

      OVERTIME TYPE   Enter the method to be used to calculate overtime. This field is required if the value in the OVERTIME STATUS field is greater than 1. This field also specifies the location of rates or factors to be used in overtime calculation.

Value	Description
0	No overtime allowed.
1	Calculate overtime using the rates provided in the OVERTIME 1 and 2 Premium fields.
2	Calculate overtime using the "Government" method of overtime calculation. The OVERTIME STATUS field and the PAY TYPE field must contain a value of 2.
3	Calculate overtime using the factors provided in the OVERTIME 1 and 2 PREMIUM fields. (System Default)

Continued on next page

Additional Pay Rates and Factors (H0BBN), Continued

H0BBN, continued

OT 1 PREMIUM **Overtime 1 Premium -** Specify how Overtime 1 is to be paid using a 6-decimal place rate or factor.

If…	Then…
Overtime Type is 1	Enter a rate to 6 decimal places.
Overtime Type is 3	System defaults to a factor of "1.000000" which indicates straight time.

OT 2 PREMIUM **Overtime 2 Premium -** Specify how Overtime 2 is to be paid using a 3-decimal place rate or factor.

If…	Then…
Overtime Type is 1	Enter a rate to 6 decimal places.
Overtime Type is 3	System defaults to a factor of "1.500000" which indicates straight time.

NOTE: If a rate is used, it must be changed each time there is a salary change.

SHIFT Enter the shift assignment for the employee.

Value	Description
1	1st Shift - not eligible for shift pay (System Default)
2	Second Shift.
3	Third Shift.
4	No permanent shift (eligible for either 2nd or 3rd shift pay)

Additional Pay Rates and Factors (H0BBN), Continued

H0BBN (continued)

SHIFT, continued Employees assigned to 1st shift cannot receive shift pay even with a pay transaction entered with a 2nd or 3rd shift code. If the employee is to be eligible for shift pay, they must be coded as second shift, third shift, or no permanent shift.

A second or third shift employee will receive shift pay automatically if they are an "automatically paid" employee (Time Card Status) and a 2 or 3 is entered in the shift code field. Shift pay will be paid automatically based on the value in STANDARD HOURS 1.
The primary use of the "No Permanent Shift" coded is for employees are not to be paid shift pay automatically, but who are to receive shift pay when a pay transaction specifying either second or third shift is entered. The following chart illustrates how the different values and their use affect an employee's payment for shift pay.

EMF SHIFT CODE	HUA03 or HUB01 Value	Shift Payment
1	0	No shift pay.
2	0	2nd shift paid automatically.
2	1	Do not pay shift pay.
3	0	3rd shift paid automatically
3	1	Do not pay shift pay
4	0	Do not pay shift pay
4	2	Pay second shift hours
4	3	Pay 3rd shift hours

Additional Pay Rates and Factors (H0BBN), Continued

SHIFT LOCATION Enter the location of the shift amount per hour or factor to be paid to the employee.

Value	Description
1-8	Indicate which of the eight-company shift differential rates/factors are to be used in the calculation of shift pay. These rates are setup on the company's masterfile record by DOA. System default is a value of 1.
9	The shift differential rate or factor is specified in the Shift 2 or Shift 3 Premium fields is to be used in the calculation of shift pay.

SHIFT RATE/FAC CTL **Shift Control 2 -** Identifies if the shift rate, indicated by the shift location, is either a 2-decimal place amount or a three-decimal place percent and whether or not shift pay is to be allowed on overtime. Shift on overtime is multiplied by the overtime factor if the OVERTIME TYPE is 3.

SHIFT RATE/FAC CTL

Value	Description
1	The shift field contains the two-decimal place amount per hour to be paid, and that shift pay is only allowed on regular pay. (System Default)
2	The shift field contains a three-decimal place factor and shift pay is only allowed on regular pay.
3	The shift field contains a three-decimal place factor and shift pay is allowed on overtime in addition to regular pay.
4	The shift field contains the two-decimal place amount per hour to be paid, shift pay is allowed on overtime in addition to regular pay.

Continued on next page

Additional Pay Rates and Factors (H0BBN), Continued

SHIFT 2 PREMIUM If a value of '9' was entered in the SHIFT LOCATION field, enter the second shift amount or rate as defined in the SHIFT RATE/FAC CTL field.

SHIFT CODE	SHIFT CONTROL 1	SHIFT CONTROL 2	SHIFT/RATE AMOUNT
1,2,3,4	**1-8**	**1-4**	None
2,3,4	**9**	**1**	Amount per Hour on Regular Pay
2,3,4	**9**	**2**	Factor on Regular Pay
2,3,4	**9**	**3**	Factor on Regular and Overtime Pay
2,3,4	**9**	**4**	Amount per Hour on Regular and Overtime Pay

SHIFT 3 PREMIUM This field must be entered if the SHIFT LOCATION field contains a 9 and SHIFT contains a 3 or 4. Specify the rate or factor for shift 3 to be paid to this employee when working on shift 3.

Additional Pay Rates and Factors (H0BBN), Continued

H0BBN, continued

ADD. RATE 1 - 4 **Additional Pay Rates 1 to 4 -** Indicate up to four additional hourly pay rates for this employee. The values may be entered up to 6-decimal places. These transactions will be entered on the HUB01 screens and entered with transaction codes of 701, 702, 703, 704.

The following percentages are used for the calculation of taxes on special payments whenever the company masterfile indicates that the percentages should be obtained from the employee masterfile. The percentages must be entered as three decimal place factors (e.g., reflect 19.3% as .193).

FIT TAX % **Federal Income Tax Percentage -** Indicate the federal income tax percentage for special payments.
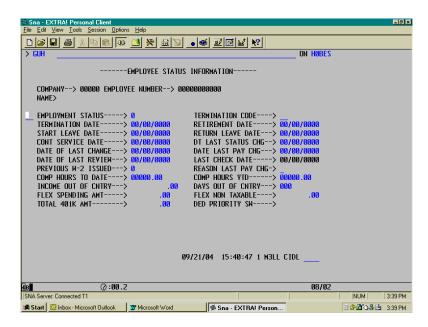
PIT TAX % **Provincial Income Tax Percentage –** Not used.

Employee Status Information (H0BES)

H0BES   H0BES lists various date fields, status fields last payment and change information that pertains to the employee's record. Access H0BES using routine Command Line navigation.

EMPLOYMENT STATUS   Enter the status for payment or non-payment.

Value	Description
1	Active - Paid.(System Default)
2	Employee on leave - will receive a payment if payment is dated prior to START LEAVE DATE
3	Terminated Employee - will receive a payment if payment is dated prior to the TERMINATION DATE. Frequency 70 on the H0ZDC will be automatically turned off and the pay frequency on H0BID will be changed to frequency 99.
5	Not used at this time.
7	Final Termination (not Paid) - This code cannot be entered, it is system generated using the termination date and the number of days for final termination specified on the company masterfile.
8	Deleted or Transferred - This value is system generated and cannot be entered. DOA does deletions and transfers.

Employee Status Information (H0BES), Continued

H0BES, continued

TERMINATION CODE Enter the two-position reason why the employee terminated.

Value	Description
Blank	Employee is Active (System Default)
01	Death - Must be used in case of an employee's death. System will mark the deceased box on the employee's W-2 form.
02	Discharge.
03	Retired.
04	Transferred to another corporation.
05	Resigned. (Use if no other reason is given)

TERMINATION DATE Enter the effective date of the termination

RETIREMENT DATE **Not used at this time.**

START LEAVE DATE Enter the date the employee will start his leave. The employee will not be paid for the start leave date.

RETURN LEAVE DATE Enter the date the employee will return from leave. If a date is not entered for START LEAVE OR RETURN LEAVE DATE, CIPPS sets the date to the current processing date when the EMPLOYEE STATUS is changed. If this date is within the current pay period, CIPPS automatically adjusts the pay of an AUTOMATIC employee or a SALARIED - TIMECARD REQUIRED employee with only hours entered.

CONT SERVICE DATE **Not used at this time.**

DT LAST STATUS CHG **DATE OF LAST STATUS CHANGE –** CIPPS automatically sets this date to the current processing date when a status change is made.

Employee Status Information (H0BES), Continued

H0BES, continued

DATE OF LAST CHANGE	CIPPS automatically sets this date to the current processing date when a masterfile change is made.
DATE LAST PAY CHG	**DATE OF LAST PAY CHANGE -** The system automatically sets this date to the current processing date when a pay change is made to an employee's record.
DATE OF LAST REVIEW	**Not used at this time.**
LAST CHECK DATE	Displays the date on which the employee received the last payroll payment. It is used by CIPPS to ensure the employee is not issued two payments dated with the same payment date.
PREVIOUS W-2 ISSUED	**Not used at this time.**

REASON LAST PAY CHG (Optional)

Enter the reason for the employee's salary change.

Value	Description
0	No salary change.
1	Promotion Increase.
2	Merit Increase.
3	Termination.
4	New Hire.
5	Transfer.
6	Retirement
7	Leave of Absence
8	Deceased

COMP HOURS TO DATE	**Not used at this time.**
COMP HOURS YTD	**Not used at this time.**

Employee Status Information (H0BES), Continued

H0BES, continued

INCOME OUT OF CNTRY	**Not used at this time.**
DAYS OUT OF CNTRY	**Not used at this time.**
FLEX SPENDING AMT	**Not used at this time.**
FLEX NON TAXABLE	**Not used at this time.**
TOTAL 401K AMT	**Not used at this time.**
DED PRIORITY SW	**Not used at this time.**

General Ledger Codes (HMBU1)

HMBU1   HMBU1 stores the programmatic data needed to account for each employee's gross pay and fringe benefits in the Commonwealth Accounting and Reporting System (CARS). Each agency must maintain programmatic conversion tables between CARS and CIPPS. The programmatic data must be a valid table entry on the NSSA screens prior to data entry into CIPPS. If the Company Account Code, and the corresponding programmatic data, are not set-up in the NSSA table, an error message will appear and no CIPPS programmatic record will be created.

If programmatic data is not entered, a default programmatic code will be used, which incorrectly classify charges in CARS, requiring agency ATV processing. See CAPP Topic No. 50125, *Programmatic Data,* for more information.

NOTE: All employee records must have at least one R1 (Regular Earnings) record set-up.

Employee Banking Information (H0BB1) Data Entry

H0BBI
H0BBI contains information pertaining to the employee's financial institution, pre-note date, and account numbers for the employee's direct deposit. Employees may select up to three different banking institutions and up to eight different accounts. There are five deductions, Deduction Numbers 059, 060, 068, 069, and 070, available for use with direct deposit. See CAPP Topic No. 50445, *Direct Deposit,* for more information.

Employee Benefits (HMCU1) Data Entry

HMCU1
HMCU1 is used to store information pertaining to an employee's healthcare and retirement benefit deductions. Healthcare benefit deductions should be set-up through the CIPPS/BES interface, not directly into CIPPS. However, the fields can be manually entered if appropriate. See CAPP Topic Nos. 50410, *Retirement - VRS and ORP,* and 50430, *Health Insurance.*

Valid healthcare and retirement codes are listed in CAPP Topic No. 60201, *CIPPS Codes.*

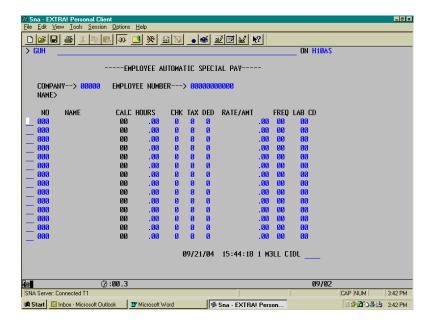# Automatic Special Pay (H10AS) Data Entry Procedures

H10AS
H10AS is used to establish automatic special pays for employees (e.g., imputed life). Employees can be automatically paid up to 243 special payments whenever the employee is paid in a regular pay cycle according to the frequency entered. All special payments must be established on the agency's company header information prior to processing. See CAPP Topic No 50515, *Special Payments,* for information on special payments and CAPP Topic No. 50425, *Group and Optional Life Insurance,* for information on Imputed Life.

Automatic Special Pay (H10AS) Data Entry Procedures, Continued

H10AS   Access H10AS using routine CIPPS navigation.

NO	**Special Pay Number -** Enter the three digit special pay number (value of 001 to 250) that corresponds to the special pay number established on the agency's company header.
NAME *(Automatically* *Filled)*	System displays the special pay name. This is for information only and cannot be updated on this screen.
CALC *(Automatically* *Filled)*	**Calculation Number -** System displays the calculation number assigned to the special pay. This is for information only and cannot be updated on this screen.
HOURS *(Optional)*	Enter the number of hours to be added to the special pay accumulators whenever this special payment is paid. It is entered as a 2-decimal place number, i.e. 3 hours = 300.

Continued on next page

Automatic Special Pay (H10AS) Data Entry Procedures, Continued

H10AS, continued

CHK IND

(Optional)

Check Indicator - Enter whether you want a separate check issued for this special payment. If this field is not entered or has a value of zero, taxes will not be calculated separately.

Value	Description
0	Tax in conjunction with regular payments and do not produce a separate check (System Default).
1	Separate taxing is to be performed but produce only one payment.
2	Produce a separate payment, but no regular payment is to be produced. Will prevent an automatic employee not to receive their payment.
3	Produce a separate check in addition to other regular or special payments. **NOTE:** If this value is used, then all other transactions (automatic special pays included) need a value of 3 in the check descriptor for the particular employee.

TAX DESC
(Optional)

Enter how taxes should be withheld.

Value	Description
0	Deduct taxes according to the special pay information on the company header. (System Default).
1	**NOT USED.**
2	Do not deduct income taxes on the amount paid, but add to the taxable fields. FICA and DI will be withheld if the employee is not exempt.
3	Do not deduct taxes on the amount, and add the amount to the non-taxable fields.
4	Reduce the employee's regular payment by the amount specified on this screen prior to the calculation of taxes. Cannot have a value of 3 in the check descriptor when using this value.
5	Deduct taxes on this special payment using the standard withholding formula.

Automatic Special Pay (H10AS) Data Entry Procedures, Continued

H10AS, continued

DED DESC
(Optional)

Enter how deductions should be withheld.

Value	Description
0	Withhold deductions. (System Default)
7	Withhold percentage deductions only.
8	Do not withhold any deductions.
9	Withhold only banking deductions.
***	There are additional codes; please contact DOA Payroll Production if you should need a value other than listed above.

RATE/AMT
(Optional)

Enter either a rate or amount. Rates are entered to 5 and Amounts to 2 decimal places. Rates are applied to hours Entered on a regular pay transaction.

FREQ
(Optional)

Enter the pay frequency of the special payment.

Value	Description
00	Do not pay. (System Default)
09	Pay every pay period.
***	There are additional frequencies; contact DOA Payroll Production if you need a value other than listed above.

LAB CD   Not Used

Imputed Life Set-up

Set-up instructions for the most common automatic special pay follows:

Step	Action
1	Access H10AS.
2	Enter an "I" in the subcommand on the first open line.
3	Enter 14 in the special pay number field.
4	Enter "2" in the TAX DESC field.
5	Enter the amount of Imputed Life in the RATE/AMT field. The amount is calculated by rounding the annual salary up to the next thousand, doubling it and dividing by 100. For example: Annual Salary $26,400.00 Rounded Figure 27,000.00 Doubled Figure 54,000.00 Imputed Life Figure 540.00 (Entered in the Rate/AMT field)
6	Enter 09 in the FREQ field.

Employee Deductions (H0ZDC) Data Entry

H0ZDC   H0ZDC contains employee deduction information. Some deductions such as Retirement, Retirement Credit, Group Life, Long Term Disability, and healthcare are set-up automatically when a correct retirement and healthcare code are entered on the employee's HMCU1 screen. All other deductions must be manually set-up to initiate processing. The 50400 series of CAPP Topics cover the various deductions and set-up instructions.

Employee Automatic Taxing Information (H0BAD) Data Entry

H0BAD   H0BAD contains employee Federal Tax withholding information, FIT Status, Country/Work State/Resident State Information, FICA Status, SUI Status, SUI State Information. Obtain a valid W-4 prior to making changes. See CAPP Topic No. 50315, *Employee Tax Maintenance,* for more information.

Employee State and Local Tax Status (H0ATX) Data Entry

H0ATX   H0ATX contains Employee State Tax withholding information, SIT Status, Local Tax withholding information, Local Status, DI Status, Reciprocal Taxing. Obtain a valid VA-4 or state withholding form before making changes. See CAPP Topic No. 50315, *Employee Tax Maintenance,* for more information.

Internal Control

Internal Control   Documentation supporting rehires and employee maintenance must be completed and authorized prior to data entry. Agency officers must review information pertaining to rehires and employee masterfile changes, ensuring the correctness of the data entry. Develop in-house policy and procedures governing the data entry and review processes. All applicable forms/applications used to establish an employee record or to change the current information must be maintained by the agency for audit purposes.

Records Retention

Time Period The **Input Transaction Listing, Report 1001,** and the **Transaction Batch Balance Summary, Report 1005,** must be retained for 60 days. All other reports should be retained for five (5) years or until audited, whichever is later. Agency policy and procedures determine the retention of the related agency source documents/records. See CAPP Topic No. 21005, *Records Retention and Disposition*.

Contacts

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Subject Cross References

References CAPP Topic No. 21005, *Records Retention and Disposition*
CAPP Topic No. 50110, *CIPPS Navigation*
CAPP Topic No. 50115, *Menu/Link Functions*
CAPP Topic No. 50125, *Programmatic Information*
CAPP Topic No. 50305, *New Employee Add*
CAPP Topic No. 50315, *Employee Tax Maintenance*
CAPP Topic No. 50400, *Deduction Information*
CAPP Topic No. 50425, *Group and Optional Life Insurance*
CAPP Topic No. 50445, *Direct Deposit*
CAPP Topic No. 50515, *Special Payments*
CAPP Topic No. 60104, *Agency and FIPS Codes*
CAPP Topic No. 60201, *CIPPS Codes*
CAPP Topic No. 70520, *Error Messages*